

INSTRUCTIONS

Conference Registration & Hotel Reservations

**NC Farm Bureau Women's Conference
Marriott Crabtree Valley
Raleigh, NC
March 2 – 3, 2010**

CONFERENCE REGISTRATION

1. **EACH individual MUST complete a Registration Form. PARTICIPANTS SHOULD INCLUDE THEIR FULL ADDRESSES.**
2. Electronic registration forms will be emailed to county liaisons. Please email **Lori Lawrence** at lori.lawrence@ncfb.org with any questions.
3. Return **Registration Forms** to **Lori Lawrence** no later than **MONDAY, FEBRUARY 15**

EMAIL – lori.lawrence@ncfb.org

**MAIL – LORI LAWRENCE
NC Farm Bureau
PO Box 27766
Raleigh, NC 27611**

FAX – (919) 783-3593

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HOTEL RESERVATIONS – General Information

1. Overnight rooms for the conference are at the **Raleigh Marriott Crabtree Valley**. Marriott reservation staff will refer to our group name as **NC Farm Bureau Women's Conference 2010**.
2. Each member must make her own room reservation and guarantee it with her personal credit card. The room rate is \$138 per room, plus tax, for single, double, triple and quad occupancy.

A guarantee by credit card of the first night's room reservation is required for each room at the time the reservation is made. **When you check out of the hotel, your room and tax charges will be applied to the NC Farm Bureau Master Bill.**

If a member makes a reservation, but does not attend the conference and fails to cancel her room BEFORE 6 PM ON THE DAY OF ARRIVAL the room deposit will be charged to the member's credit card.

3. NC Farm Bureau will pay for all overnight room and tax for members who ATTEND the Women's Conference.
4. Reservations need to be made with the Marriott **NO LATER THAN MONDAY, FEBRUARY 15. WE CANNOT GUARANTEE OVERNIGHT ROOMS OR ROOM RATE AFTER THIS DATE.** Individuals who make their hotel reservations after the deadline are responsible for paying the difference in the room rate
5. NC Farm Bureau will **not** pay mileage or transportation costs for members attending the conference.
6. The official **check-in time is 3:00 p.m.** Rooms may not be available until 3:00 p.m. *(Please note: Persons who have special requests may have to wait until their room is serviced before checking in.)* The **check out time is 12:00 noon.**
7. **CANCELLATIONS MUST BE MADE BEFORE 6 PM ON THE DAY OF ARRIVAL TO AVOID FORFEITURE OF DEPOSIT.**
8. **If you try to make your hotel reservation** and are unable to after using one of the following methods contact Lori Lawrence at NC Farm Bureau at lori.lawrence@ncfb.org or (919) 788-1003 for assistance.

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HOTEL RESERVATIONS – Online Reservations

1. To make hotel reservations online go to www.ncfb.org and click on the **Women's Conference graphic** link. Click on **ACCOMMODATIONS** to go to NC Farm Bureau's **Marriott** reservation page.
2. Enter your arrival date, departure date, number of rooms, number of people, Marriott Rewards number (*if applicable*), and the **Group Code – wcbwcba**.
3. Review the information and click on **Check Availability**.
4. Click on **Reserve a Room**.
5. Select Guestroom Type and click on **Continue**.
6. Review reservation details. If all the information is correct click on **CONTINUE**.
7. Fill out Guest and Credit Card Information. Once all information is correct click on **Complete Reservation**.
8. The confirmation page will have your confirmation number and reservation information. Please **PRINT A COPY** for your files, **even if you have entered an email address**.
9. Close the web page by returning to your **HOME PAGE** or **RESERVE ANOTHER ROOM. DO NOT "BACK"** out of the online reservation system.
10. You may also **CHANGE** or **CANCEL** your reservation online. Open NC Farm Bureau's Marriott page and click on **CHANGE/CANCEL RESERVATIONS** at the very top of the page in small print.

HOTEL RESERVATIONS – Reservations by Phone

1. **Marriott** will refer to our group name as **NC Farm Bureau Women's Conference 2010**. The conference code is **wcbwcba**.
2. To make your reservations by phone call (800) 228-9290. Confirm that reservations are for the Raleigh Marriott Crabtree Valley. Please have your credit card information ready.

REGISTRATION FORM

**North Carolina Farm Bureau
Women's Conference
Marriott Crabtree Valley - Raleigh, NC
March 2 – 3, 2010**

ATTENDEE NAME _____

(PLEASE print your name as you would like it printed on your nametag.)

County _____

Mailing Address _____

City / State / Zip _____

Email Address _____

Home Phone Number _____ Mobile Phone Number _____

REGISTRATION

A registration fee of \$100 per person is required to attend the conference. **Attendees may ask their county Farm Bureau presidents for county sponsorship or pay their own registration fees.** Checks should be made out to **NC Farm Bureau.** **Registration fees** and the completed **Registration Form** should be **returned to Lori Lawrence no later than MONDAY, FEBRUARY 15**

_____ My \$100 registration fee is enclosed.

_____ My county Farm Bureau will be paying the \$100 registration fee per person. The check will be mailed separately.

_____ I am a 2010 State Women's Committee member – Registration Fee **WAIVED**

CANCELLATION – In case of cancellation, NC Farm Bureau will reimburse the registration fee for registered attendees who cancel **ON or BEFORE MONDAY, FEBRUARY 22, 2010.**

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ROOM RESERVATIONS

Attendees to the Women's Conference must make their own hotel reservations using the enclosed directions.

NC Farm Bureau's **State Women's Committee** will meet on Monday, March 1, at 6:30 p.m. in Salon D.

FOUR HOUR DRIVE – NC Farm Bureau will pay for room and tax on Monday night for women that have a drive of four hours or more.

MEALS

Please indicate if you will attend meals. Please put the number (i.e. – 0 or 1) beside each meal.

_____ Dinner – Monday, March 1 – **State Women's Committee members ONLY**

_____ Breakfast – Tuesday, March 2 – **State Women's Committee members ONLY**

_____ Lunch – Tuesday, March 2

_____ Breakfast – Wednesday, March 3

_____ Lunch – Wednesday, March 3

List special meal requirements _____

Please return NO LATER THAN MONDAY, FEBRUARY 15 to:

Lori Lawrence
NC Farm Bureau
PO Box 27766, Raleigh, NC 27611
Fax (919) 783-3593